

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA**

**PUBLIC NOTICE**

**Revision to Local Bankruptcy Rules  
United States Bankruptcy Court for the Eastern District of Virginia  
Effective January 1, 2004**

---

The following is a summary of a Court-approved revision to the Local Bankruptcy Rules (LBR(s)) for the United States Bankruptcy Court for the Eastern District of Virginia, effective January 1, 2004.

1. *LBR 5005-1(G), Filing of petition, Pleadings and other Papers* – This paragraph is new and is based on guidance for a local rule approved by the Court Administration and Case Management Committee of the Judicial Conference of the United States (Judicial Conference), which is overseeing the implementation of the Judicial Conference privacy policy. The December 1, 2003, amendments to the Federal Rules of Bankruptcy Procedure and Official Bankruptcy Forms are intended to implement the Judicial Conference privacy policy. Some documents not specifically addressed by the national rules or official forms may contain data that should be protected. When filing these documents, filers should comply with the Judicial Conference privacy policy and perform the appropriate redaction as set forth in LBR 5005-1(G). This new rule provision also is intended to facilitate compliance with the E-Government Act of 2002 (Pub.L.No. 107-347).

To make filers further aware of this new practice, a *Notice of Electronic Availability of case File Information Over the Internet, Enactment of the E-Government Act of 2002, Federal Rules of Bankruptcy Procedure, Official Bankruptcy Forms and Local Bankruptcy Rules Revisions regarding Privacy and Public Access* has been prepared for public posting.

Date: December 24, 2003

**WILLIAM C. REDDEN  
CLERK OF COURT**

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA

In re:

	)	
	)	
Revision of Local Rules	)	Standing Order No. 03-10
	)	
	)	

ORDER ADOPTING REVISION OF LOCAL RULES

After giving appropriate public notice and an opportunity for comment, pursuant to delegation of authority from the United States District Court, the accompanying Local Rule is hereby adopted.

This Rule shall take effect on the first day of January 2004, and shall govern procedures in all cases and proceedings pending on that date or filed after that date.

Date: December 24, 2003

FOR THE COURT:

/s/ Douglas O. Tice, Jr.  
DOUGLAS O. TICE, JR.  
CHIEF JUDGE

**Revisions  
to the  
Local Bankruptcy Rules**

---

**UNITED STATES BANKRUPTCY COURT  
for the  
EASTERN DISTRICT OF VIRGINIA**



**Effective January 1, 2004  
(Ver. 12/19/03)**

## RULE 5005-1 FILING OF PETITIONS, PLEADINGS AND OTHER PAPERS

(A) ....

(B) ....

(C) ....

(D) ....

(E) ....

(F) ....

(G) **Judicial Conference Policy Regarding Public Access to Electronic Case Files:** In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms.

- (1) **Social Security Numbers:** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- (2) **Names of Minor Children:** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (*e.g.*, son, age 6).
- (3) **Dates of Birth:** If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.
- (4) **Financial Account Numbers:** If financial account numbers are relevant, only the last four digits of these numbers should be used. On Schedules D, E, and F of Official Bankruptcy Form 6, debtors, if they choose, may include their full account numbers to assist the trustee and creditors.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. The document shall be accompanied by a request that the document be filed under seal pursuant to paragraph (G) of this rule. This document shall be retained by the Court as part of the record. Except as the presiding judge in a case otherwise may direct, the party shall file a redacted copy for the public file.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review each document for compliance with this rule.

### **Comments**

5005-1(G) This paragraph is new. It addresses the privacy policy promulgated by the Judicial Conference of the United States regarding public access to electronic case files. [New rule effective 01/01/04.]